

Regular Meeting

Agenda Item #

4

Meeting Date

October 11, 2004

Prepared By

Barbara B. Matthews

Approved By

Barbara B. Matthews

Discussion Item

Second Reading Ordinance – Contract with Charron Construction Consulting, Inc.

Background

In July 2003, the City entered into a contract with Charron Construction Consulting, Inc. for construction project management and consulting services related to the Community Center project. This contract was for a period of 18 months and expires December 31, 2004. It was for a not-to-exceed amount of \$43,000.

In accordance with the City's procurement policy, the City Manager can administratively authorize a contract in the amount of 25 percent above the base contract price. The former City Manager previously authorized such an extension, and all authorized funds will soon be expended. The City's procurement policy does not provide for any additional administrative contract extensions.

Because the City still requires construction project management and consulting services for the Community Center project, a Request for Proposal was issued for these services. The City received proposals from the following firms: SMCI; the Project Management Group, Inc.; Millenium Contractors & Consultants, LLC; Charron Construction Consulting, Inc.; and The Temple Group, Inc.

Because of their existing knowledge of the Community Center project, staff recommends that the City enter into a contract with Charron Construction Consulting, Inc. in an amount not-to-exceed \$48,966; the amount actually paid by the City will be based on the hours of service provided by Charron Consultants.

The first reading for this ordinance was held on September 27, 2004. During the discussion of this item, a member of the Council expressed interest in having the firm provide the City Manager with weekly reports. For your information, a progress meeting is held every two weeks; meeting participants include City staff, representatives of Lawrence Abell and Associates, representatives of James F. Knott Construction Company, and Jeryl DiPietro of Charron Consultants. At the progress meetings, the participants discuss the status of the project, any items or issues that would impact the construction schedule, and any potential change orders. Minutes of these meetings are kept and agreed upon by all participants. In light of the need to minimize additional project costs, staff recommends that we do not contract for Ms. DiPietro to provide the City with weekly or bi-weekly reports, as a written reporting system is already in place.

Policy

Under the provisions of Section 9A-6 (a) of the City Code, the Council must approve by ordinance any expenditure of \$10,000 or more.

Fiscal Impact

Not-to-Exceed \$48,965 – To be charged to Community Center Fund

Attachments

Draft Ordinance

Recommendation

Staff recommends that the Council adopt the attached ordinance, approving a contract with Charron Construction Consulting, Inc.

Special Consideration

Introduced by: Councilmember Williams

1st Reading: 9/27/04

2nd Reading:

ORDINANCE # 2004-27
Authorization for Contract Award for Construction Consultant

WHEREAS, The Council approved the establishment of a contract for construction consulting services; AND,

WHEREAS, Proposals were requested to provide construction consultant services to the City of Takoma Park. More specifically to assist the City of Takoma Park's City Manager and the Project Manager by implementing the following tasks:

1. Serve as one of the members of the Construction Management and Construction Legal Teams;
2. Provide advice to the City's Construction Project Manager and/or City Manager;
3. Review all plans for constructability and value;
4. Evaluate the contractor construction schedule;
5. Assist in monitoring the status of the project budget;
6. Participate in all meetings related to the construction project, when deemed necessary;
7. Review monthly application of payments, change orders and all of the documents issued for payment or design modifications by the Construction Design Team or General Contractor;
8. Verify substantial completion of the various elements of the construction project; and
9. Carry out any other task deemed necessary by the City

WHEREAS, Responses were received as of the close of business on September 27, 2004, from the following agencies:
SMCI;
The Project Management Group, Inc.;
Millennium Contractors & Consultants, LLC.;
Charron Construction Consultants and,
The Temple Group Inc.

WHEREAS, Charron Construction Consulting, Inc. are available in the Community Center Budget.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THAT the City Manager is authorized to enter into a Contract with Charron Construction Consulting, Inc. for an estimated amount of \$48,965.00 to be charged to the Community Center Budget.

Adopted this _____ day of October 2004